



## PTA Important Deadline Dates



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| Submit <a href="#">New Officers in GIVEBACKS</a>   | <b>As soon as new officers are elected</b>  |
| Submit Standing Rules to KS PTA in GIVEBACKS<br>(also submit anytime a change/update occur)                    | September 1   |
| Proof of Liability Insurance to <a href="#">SMSD</a>   | No later than<br>September 1  |
| Dues Remittance in GIVEBACKS<br>\$4.75 per member – with membership roster uploaded<br>to MemberHub            | 1 <sup>st</sup> of each month.<br><br>Final deadline for membership<br>awards is March 1 each year. |
| SMAC Dues & Clothing Exchange Donation<br>Submit via <a href="#">mail-in form</a> or <a href="#">GIVEBACKS</a> | September 15  |
| <a href="#">Annual Audit</a> completed, marked completed & submitted<br>in GIVEBACKS                           | No later than<br>September 15   |
| <a href="#">IRS 990 Form</a> filed with IRS, marked completed & copy<br>submitted in GIVEBACKS                 | November 15   |

For questions, please contact: SMAC PTA President, [smacpres@smac-pta.org](mailto:smacpres@smac-pta.org)